

Sussex County Community College

Policy No.: 200.28

Area: Human Resources

Adopted: June 28, 2016

200.28 Bereavement Leave Policy (for Employees not covered by a Collective Bargaining Agreement)

PURPOSE OF THE POLICY

To provide guidelines to compensate eligible Sussex County Community College (“College”) employees for loss of earnings due to an absence because of the death of a family member.

GENERAL STATEMENT OF BEREAVEMENT LEAVE POLICY

The College will provide full-time employees with up to five working days away from their assigned duties, without loss of pay, due to the death of an immediate family member. For purposes of this policy, immediate family member will be defined as spouse, domestic partner or civil union partner, child, parent, sibling, grandparent, grandchild, mother-in-law, and father-in-law.

The College also has the discretion to provide full-time employees with one day away from their assigned duties, without loss of pay, due to the death of a more distant relative.